| Functional Service | Core Process | Activity | Task/Description | | | | |
|--------------------|------------------------|---|--|--|--|--|--|
| Area (Channel) | Cole Flocess | Activity | i asiv bescription | | | | |
| CFO | | | | | | | |
| | Office of the Director | Advise COO, MC, and Dept on SFA financial management | Provide Operating Guidance | | | | |
| | | issues, programs, and actvities | Advise COO and ED Leaders/Staff | | | | |
| | | Direct SFA financial management programs | Plan and monitor SFA financial operations | | | | |
| | | Represent SFA for financial management programs and activities | Responds to Special Requests and routine updates from ED | | | | |
| | | | Responds to Special Requests from ED | | | | |
| | | Lead and/or participate in SFA Wide Modernization activities | Responds to GAO, OMB, Congress, etc. Lead and/or participate in SFA Wide Modernization activities | | | | |
| | | Provide guidance on accounting and financial reporting | Advise on daily accounting operations | | | | |
| | | operations | Advise on financial reporting | | | | |
| | | | Act as Liaison on annual financial audit | | | | |
| | | Coordinate CFO office operations | Operate CFO travel process (authorizations, vouchers, approval, | | | | |
| | | | transmission) | | | | |
| | | | Coordination for New CFO Employees (LAN, email, phones, computers, etc.) | | | | |
| | | | Maintain executive calendars, | | | | |
| | | | Maintain CFO records and correspondence | | | | |
| | | | Provide CFO outreach | | | | |
| | | Perform CFO human resource operations | Project Support and crises Time and Attendance, Awards, Hiring, etc. | | | | |
| Ì | | i onomi oi o numan resource operations | Counsel and evaluate personnel | | | | |
| Ì | | Formulate and track CFO budget | CFO Budget Formulation , tracking, reconciliation, etc. | | | | |
| | | Operate CFO training program | CFO Training ([projection, registration, payment approval for CFO) | | | | |
| | | | Develop and monitor IDP process | | | | |
| Ì | | Purchase supplies and equipment | Purchasing (order, payment and EDCAPS data entry for credit card | | | | |
| | | Evaluate operational performance (future) | Purchase orders | | | | |
| | | | | | | | |
| CFO | Accounting | Perform General Management and Administrative Functions | General and Administrative functions | | | | |
| | | December 1 to form the form | Provide support for CFO, SFA and Dept of ED | | | | |
| | | Process Accounting Information | Budgetary and Proprietary Accounting Maintain General Ledger | | | | |
| | | | Bank Reconciliation's | | | | |
| | | | Accounts Payable (future) | | | | |
| | | | Accounts Receivable (future) | | | | |
| | | | Process travel information | | | | |
| | | Perform Financial Reconciliation and Analysis | Proprietary Accounting Analysis and Reconciliation | | | | |
| | | | Interest Calculation | | | | |
| | | Develop Assessed as Develop | System Balancing Variances | | | | |
| | | Develop Accounting Reports | Treasury reports (re. collections and disbursements) SF 224 | | | | |
| | | Develop and Implement Financial Systems | 5F 224 | | | | |
| | | Develop and Maintain Accounting Policies and Procedures | Desk Procedures | | | | |
| | | , , | Policy Issues | | | | |
| | | Provide Internal Control and Quality Assurance for Financial Inform | Oversight functions | | | | |
| | | | | | | | |
| CFO | Budgeting | Formulate Budget | Prepare budget Request | | | | |
| | | | Prepare budget justification | | | | |
| | | | Develop budget call | | | | |
| Ì | | Execute Budget | Allocate funds | | | | |
| | | Execute Dauget | Manage contract fund commitments | | | | |
| | | | Provide budget execution reports and analysis | | | | |
| | | | | | | | |
| CFO | Financial Reporting | Prepare SFA Consolidated Financial Statements | Prepare FFELP, CB, and DL Financial Statements | | | | |
| Ì | I | | Assist OCFO to Prepare ED Fin Statements | | | | |
| | | | Calculate Interest On DL annually | | | | |
| | | Prepare internal and external financial reports | Prepare Treasury Reports | | | | |
| | | Analyza fund status and financial transactions | Enhance Mthly & Quarterly Report | | | | |
| Ì | | Analyze fund status and financial transactions | Prepare Quarterly Revenue and Expense Analysis Assist in the Development of Yr. End Subsidy Estimate | | | | |
| Ì | | | Ad Hoc Queries of NSLDS/Ensure NSLDS Data Quality | | | | |
| | | Perform Cost Management/Financial Modeling | Cost Modeling/ ABC | | | | |
| | | | Cost Analysis, ABM & Cost Performance Measurement | | | | |
| | | Provide Project and Management Support | Participate in Gov't Wide Task Forces | | | | |
| | | | Coordinate External Audit | | | | |
| | | | Support FMS Development | | | | |
| | | | COTR Responsibilities | | | | |
| | | | Other duties as assigned | | | | |
| | | | | | | | |

| Functional Service | Core Process | Activity | Task/Description | | | | |
|--------------------|-----------------------------|--|---|--|--|--|--|
| Area (Channel) | | | · | | | | |
| CFO | | | | | | | |
| CFO | Financial Management System | Design, develop and implement functionality to support Pell, | Design, develop and implement functionality to support Pell, LEAPP/SLEAP, | | | | |
| | , | LEAPP/SLEAP, FFEL Lender, Debt Collection Services, Campus- | FFEL Lender, Debt Collection Services, Campus-Based and Direct Loans | | | | |
| | | Based and Direct Loans (Origination, Consolidation and | (Origination, Consolidation and Servicing) | | | | |
| | | Servicing) | , | | | | |
| | | | | | | | |
| CFO | Internal Review Division | Track and Monitor Audits | Coordinate Audit-Related Activities | | | | |
| | | Perform Review and Analysis | Work to Improve Data Quality | | | | |
| | | | Conduct Internal Reviews/ Risk Assessments | | | | |
| | | | Develop Consultation & Internal Review Proposals | | | | |
| | | Write and Coordinate Input to recurring ED and SFA Plans and | Sharing Information & Knowledge | | | | |
| | | Reports | Coordinate input to ED and SFA performance plans | | | | |
| | | | Coordinate input to ED and SFA reports | | | | |
| | | Respond to unique demands external to ED | Project Support & Crises | | | | |
| | | | Respond to congressional inquiries | | | | |
| | | | Prepare Special presentations | | | | |
| | | | Develop Key Issues Papers Library | | | | |
| | | Perform Strategic Planning (future) | Develop SFA/CFO 5 yr. Plan | | | | |
| CFO | Portfolio Management | Conduct portfolio reporting | Tracking and forecasting portfolio performance | | | | |
| | | Perform Review and Analysis | Examine Existing Loan Portfolio Strategies and Participate in Quality | | | | |
| | | | Improvement | | | | |
| | | Develop Cost Management Financial Model | Develop subsidy and non-loan program estimate models | | | | |
| | | Handles external communications | Interagency Liaison to UST, GAO & OMB regarding Portfolio Management | | | | |
| | | | Issues | | | | |
| | | Handles internal communication | Maintain CFO Web Site | | | | |
| | | Provide support for special projects and crises | OMB Detail Ad hoc | | | | |
| CFO | SFA Administration | Design, Implement and Manage Travel System/Program | Travel Authorization & Voucher Processing | | | | |
| | | | Enhance Travel Services | | | | |
| | | Process financial payment transactions | Payment Processing through 3rd Party Checks | | | | |
| | | | Process receipts, approve payments and issue checks/pay vendors | | | | |
| | | | Issue checks to students for cancelled payment | | | | |
| | | Locate/assign space and move CFO personnel | Alterations (locate space for employee) | | | | |
| | | B 11 5 30 M | Moving personnel into avaliable space in building | | | | |
| | | Provide Facilities Management | Maintain/ Coordinate Space & Servicing | | | | |
| | | | Coordinate Space Alterations | | | | |
| | | D 11 0 11 M | Regional Facilities Management | | | | |
| | | Provide Security Management | Monitor and maintain equipment | | | | |
| | | | Define requirements & work with GSA on guard services Coordinate with and Inform clients of security issues | | | | |
| | | Develop and Wester Belliev & Development | | | | | |
| | | Develop and Write Policy & Procedures | Implement special security requirements | | | | |
| | | | Special Projects Research Federal requirements and current practices | | | | |
| | | | Develop & write policy framework | | | | |
| | | | Incorporate local policies into general framework | | | | |
| | | | Write & develop administrative policy/procedures/quidelines | | | | |
| | | Durchage cumpling and equipment | | | | | |
| | | Purchase supplies and equipment | Review activity reports (credit cards) | | | | |
| | | | Make purchases | | | | |

SFA Chief Financial Officer Activities Drivers (Activities to Business Processes - Channels)

| Functional Service Area | | | Drivers By | | T | 1 | Î | | Ca | lculations | |
|-------------------------|------------------------------|--|----------------------------|--------------------|---------|----------|----------|------------------|-----------------------|-------------|------------|
| (Channel) | Core Process | Activity | Activities | Financial Partners | Schools | Students | Total % | Contact Person | | | |
| CFO | Office of the Director | Advise COO, MC, and Dept on SFA financial | Percentages | | | | 1010170 | | | | |
| | | management issues, programs, and activities | | 33.00% | 34.00% | 33.00% | 100.00% | Linda Snyder | | | |
| | | Direct SFA financial management programs | Percentages | 33.00% | 34.00% | | | Linda Snyder | | | |
| | | Represent SFA for financial management programs | Percentages | | | 00.0070 | 100.0070 | zinaa enyaei | 1 | | |
| | | and activities | | 33.00% | 34.00% | 33.00% | 100.00% | Linda Snyder | | | |
| | | Provide guittance on accounting and financial | Percentages | 00.0070 | 04.007 | 33.0070 | 100.0070 | Linda Oriyaei | | | |
| | | reporting | | 33.00% | 34.00% | 33.00% | 100.00% | Linda Snyder | | | |
| | | Lead and/or participate in SFA Wide Modernization | Percentages | 00.0070 | 04.0070 | 33.0070 | 100.0070 | Linua Oriyaei | | | |
| | | activities | | 33.00% | 34.00% | 33.00% | 100.00% | Linda Snyder | | | |
| | | Coordinate CFO office operations | Percentages | 33.00% | 34.00% | | 100.00% | Linda Snyder | | | |
| | | Perform CFO human resource operations | Percentages | 33.00% | 34.00% | | 100.00% | Linda Snyder | | | |
| | | Formulate and track CFO budget | Percentages | 33.00% | 34.00% | | 100.00% | Linda Snyder | | | |
| | | Operate CFO training program | Percentages | 33.00% | 34.00% | | 100.00% | Linda Snyder | | | |
| | | Purchase supplies and equipment | Percentages | 33.00% | | | 100.00% | Linda Snyder | | | |
| | | Evaluate operational performance (future) | roroomagoo | | | | | Linda Snyder | | | |
| | | | | | | | | | | | |
| CFO | Accounting | Perform General Management and Administrative | Percentages (% | | | | | | | | |
| | | Functions | of time) | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | Process Accounting Information | Percentages (% | 400/ | 000/ | 400/ | 4000/ | 0 | | | |
| | | Perform Financial Reconciliation and Analysis | of time) Percentages (% | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | r enorm i manciai recondination and Analysis | of time) | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | Develop Accounting Reports | Percentages (% | | | | | | | | |
| | | | of time) | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | Develop and Implement Financial Systems | Percentages (% | 400/ | 000/ | 400/ | 4000/ | 0 | | | |
| | | Develop and Maintain Accounting Policies and | of time) Percentages (% | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | Procedures | of time) | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | Provide Internal Control and Quality Assurance for | Percentages (% | | | | | • | | | |
| | | Financial Information | of time) | 40% | 20% | 40% | 100% | Spencer Sakai | | | |
| | | | | | | | | | | | |
| CFO | Budgeting | Formulate Budget | Percentages (% | 10% | 45% | | | | | | |
| | | | of time) | | | 45% | 100% | Mary Grace Lintz | | | |
| | | Execute Budget | Percentages (% |) | | | | , | | | |
| | | | of time) | 10% | 45% | 45% | 100% | Mary Grace Lintz | | | |
| | | | | | | | | , | Channel | Actual FTEs | % of Total |
| CFO | Financial Reporting | Prepare SFA Consolidated Financial Statements | % of Channel | | | | | | | | |
| | | | FTEs | 8.30% | 60.26% | 31.44% | 100% | Steve Arisumi | Schools | 552 | 60.269 |
| | | Prepare internal and external financial reports | % of Channel | 0.000 | 00.000 | 04.440/ | 4000/ | | 04 | 000 | 04 440 |
| | | Analyze fund status and financial transactions | FTEs % of Channel | 8.30% | 60.26% | 31.44% | 100% | Steve Arisumi | Students | 288 | 31.449 |
| | | Analyze fund status and financial transactions | % of Channel | 8.30% | 60.26% | 31.44% | 100% | Steve Arisumi | Financial Partners | 76 | 8.309 |
| | | Perform Cost Management/Financial Modeling | % of Channel | 0.0070 | 00.2070 | 0,0 | 10070 | 0.010700 | r mariolar r artifolo | | 0.007 |
| | | g | FTEs | 8.30% | 60.26% | 31.44% | 100% | Steve Arisumi | Total | 916 | 100.009 |
| | | Provide Project and Management Support | % of Channel | 8.30% | 60.26% | 31.44% | 100% | Steve Arisumi | | | |
| | | | | | | | | | | | |
| CFO | FMS Requirements and Testing | Design, develop and implement functionality to | Evenly | 100% | | | 100% | Paul Stonner | | | |
| | | support Pell, LEAPP/SLEAP, FFEL Lender, Debt | Assigned | | | | | | | | |
| | | Collection Services, Campus-Based and Direct Loans | | | | | | | | | |
| | | (Origination, Consolidation and Servicing) | | | | | | | | | |
| | | | | | | | | | | | 1 |

SFA Chief Financial Officer Activities Drivers (Activities to Business Processes - Channels)

| Functional Complex Area | | | Drivers By | 1 | | | | | Calculations | |
|-----------------------------------|--------------------------|--|--------------------------------|---------|----------------|----------|--------|---------------|---------------|--|
| Functional Service Area (Channel) | Core Process | Activity | Activity | | Contact Person | | | | | |
| CFO | Internal Review Division | Track and Monitor Audits | Percentages (% | | | | | | | |
| | | | of Channel | | | | | | | |
| | | | Support) | 25.00% | 60.00% | 15.00% | 100% | Ann Clough | | |
| | | Perform Review and Analysis | Percentages (% of Channel | | | | | | | |
| | | | Support) | 25.00% | 60.00% | 15.00% | 100% | Ann Clough | | |
| | | Write and Coordinate Input to recurring ED and SFA | | | | 1010070 | | c.c.g.: | | |
| | | Plans and Reports | of Channel | | | | | | | |
| | | | Support) | 25.00% | 60.00% | 15.00% | 100% | Ann Clough | | |
| | | Respond to unique demands external to ED | Percentages (% of Channel | 1 | | | | | | |
| | | | Support) | 25.00% | 60.00% | 15.00% | 100% | Ann Clough | | |
| | | Perform Strategic Planning (future) | Percentages (% | 25.0070 | 00.0070 | 13.0070 | 10070 | Aiii Olougii | | |
| | | 3 () | of Channel | | | | | | | |
| | | | Support) | 25.00% | 60.00% | 15.00% | 100% | Ann Clough | | |
| | | | | | | | | | | |
| CFO | Portfolio Management | Conduct portfolio reporting | Percentages | | | | | | | |
| | | | (Collections by | 000/ | 50/ | 050/ | 4000/ | Tim December | | |
| | | Perform Review and Analysis | Program) Percentages | 30% | 5% | 65% | 100% | Tim Branner | + | |
| | | r enomineew and Analysis | (Collections by | | | | | | | |
| | | | Program) | 30% | 5% | 65% | 100% | Tim Branner | | |
| | | Develop Cost Management Financial Model | Percentages | | | | | | | |
| | | | (Collections by | | | | | | | |
| | | Llandles systemal sommunications | Program) | 30% | 5% | 65% | 100% | Tim Branner | | |
| | | Handles external communications | Percentages (Collections by | | | | | | | |
| | | | Program) | 30% | 5% | 65% | 100% | Tim Branner | | |
| | | Handles internal communication | Percentages | 337. | | 33,0 | | | | |
| | | | (Collections by | | | | | | | |
| | | | Program) | 30% | 5% | 65% | 100% | Tim Branner | | |
| | | Provide support for special projects and crises | Percentages | | | | | | | |
| | | | (Collections by Program) | 30% | 5% | 65% | 100% | Tim Branner | | |
| | | | r rogram) | 0070 | 0,0 | 0070 | 10070 | Tim Brainio | | |
| CFO | SFA Administration | Design, Implement and Manage Travel | Percentages (% | | | | | | | |
| | | System/Program | of Channel | | | | | | | |
| | | | FTEs) | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | Process financial payment transactions | Percentages (% | ' | | | | | | |
| | | | of Channel FTEs) | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | Locate/assign space and move CFO personnel | Percentages (% | 0.3076 | 00.2076 | 31.44 /0 | 100 /6 | James Damaiu | | |
| | | 200ato/accigit opace and move of o percention | of Channel | | | | | | | |
| | | | FTEs) | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | Develop and Write Policy & Procedures | Percentages (% | | | | | | | |
| | | | of Channel | 0.000/ | 00.000/ | 04.440/ | 4000/ | Inner Demond | | |
| | | Purchase supplies and equipment | FTEs) Percentages (% | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | aronase supplies and equipment | of Channel | | | | | | | |
| | | | FTEs) | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | Provide Facilities Management (future) | Percentages (% | | | | | | | |
| | | | of Channel | | | 1 | | l. <u>.</u> . | | |
| | | Drovido Coquity Management (future) | FTEs) Percentages (% | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | Provide Security Management (future) | of Channel | | | | | | | |
| | | | FTEs) | 8.30% | 60.26% | 31.44% | 100% | James Barnard | | |
| | | | <u> </u> | | | | | | | |